

ROUTINE SERVICES, TASKS, AND FREQUENCIES

CUSTODIAL SERVICES FOR THE STATE OF ALABAMA JUDICIAL BUILDING

Project Manager and Day Porters are 5 days per week.

For the purpose of this agreement, nightly shall mean three (3) nights per week (Monday, Wednesday and Friday nights.) Day Porter duties are performed Monday — Friday.

I. OFFICE AREAS

THREE (3) NIGHTS PER WEEK

NIGHTLY

- A. WASTEBASKETS AND TRASH CONTAINERS:** Wastepaper containers and other waste receptacles will be emptied and returned to original locations. Plastic liners will be furnished as needed, when requested. All waste will be collected and removed to a central waste disposal area.
- B. ASHTRAYS:** All ashtrays are to be emptied and wiped clean and dry. All adherents are to be removed as they accumulate daily. Water urns (if any) are to be emptied, cleaned, and filled with fresh water. Sand urns (if any) are to be cleaned and sand sifted. . Fresh sand will be used as needed, with sand to be furnished by the UJS.
- C. DESKS, CHAIRS, AND FILE CABINETS:** Desks will be thoroughly dusted on all horizontal surfaces, and wood desktops shall be dusted with soft, treated dust cloths. Vinyl, Formica, and glass tops may be dusted with a treated or damp cloth. Bottle and cup rings and/or any other spillage are to be cleaned as needed. Services to desktops will of necessity be limited to those tops, which are reasonably clear of work papers. Desktops that are heavily laden with papers are to be dusted only in the exposed areas. Chairs will be dusted on all horizontal surfaces. Fabric-upholstered seats and arms and side chairs are to be spot whisked. All chairs are to be replaced in original positions to maintain an overall orderly and neat appearance.
- D. GENERAL DUSTING:** The following surfaces and items will be hand dusted, using a treated cloth or, when needed, a damp cloth: miscellaneous cabinets, window sills, coat racks, ledges and shelves under six feet, telephones, and other desktop accouterments. NOTE: Handling of desktop personal effects, such as vases and other decorations will be held to a minimum. Glass-top desks will be damp wiped and polished.
- E. CARPETS:** Carpets will be vacuumed in traffic lanes and around desks, with particular attention given to knee-well areas.
- F. WALLS:** Wall surfaces around light switches; handrails, doorknobs, and other heavy traffic areas are to be spot cleaned as needed.

- G. **TILE FLOORS:** All tile floor areas are to be dust mopped with chemically treated dust mops. Spills and stains are to be spot mopped on a daily basis.
- H. **GLASS PARTITIONS:** Interoffice glass panels are to be cleaned to remove fingerprints and smudges.

WEEKLY

- A. **TELEPHONES:** Phones are to be damp wiped with a disinfectant solution.
- B. **CARPETS:** All carpeted floor areas are to be thoroughly vacuumed. Accessory tools will be used in hard-to-reach. Operator will exercise care to ensure that vacuum does not bump or mar furniture. Spot cleaning is to be performed as needed to remove spillage.
- C. **PICTURES:** All wall pictures and other wall adornments are to be dusted.
- D. **BASEBOARDS AND LOW VENTS:** Baseboards and low vents are to be dusted.
- E. **VERTICAL FURNITURE SURFACES:** Sides of desks, credenzas, and other furniture are to be dusted with a treated cloth.

MONTHLY

- A. **HIGH DUSTING:** Ceiling vents, air duct vents, and ledges above six feet are to be thoroughly dusted. Either treated cloths, soft dust cloths, or vacuums may be used for this operation.
- B. **UPHOLSTERED FURNITURE:** All upholstered furniture will be vacuumed with proper attachments designed for this purpose.
- C. **BLINDS:** Blinds will be thoroughly dusted on front and back using a treated cloth or when needed, a damp cloth.

ANNUALLY

- A. **DRAPES:** Drapes will be vacuumed.

II. CORRIDORS AND LOBBIES

NIGHTLY

- A. **WASTEBASKETS AND TRASH CONTAINERS:** Wastepaper containers and other waste receptacles will be emptied and returned to original locations. Plastic liners will be furnished as needed, when requested. All waste will be collected and removed to a central waste disposal area.

- B. ASHTRAYS:** All ashtrays are to be emptied and wiped clean and dry. All adherents are to be removed as they accumulate daily. Water urns (if any) are to be emptied, cleaned, and filled with fresh water. Sand urns (if any) are to be cleaned and the sand sifted. Fresh sand will be used as needed, with sand to be furnished by the UJS.
- C. LEDGES AND HANDRAILS:** All ledges, handrails, and other surfaces prone to dust accumulation will be dusted.
- D. WALLS:** Wall surfaces around light switches; handrails, doorknobs, and other heavy traffic areas are to be spot cleaned as needed.
- E. WATER FOUNTAINS:** To ensure a clean, healthful condition at water fountains, the dispensing area and bowls are to be washed with a disinfectant solution and dry shined. The sides of the metal housing will be damp wiped to remove streaks and runs.
- F. ENTRANCE AREAS:** All glass doors are to be cleaned on both sides. Side panels are to be spot cleaned as needed and will be cleaned completely once a week.
- G. FLOORS:** Carpeted floors are to be thoroughly vacuumed. Tile or terrazzo areas will be dust mopped with a specially treated mopping tool. During inclement weather, tile or other hard surface floors will be damp mopped around entryways as needed.
- H. ENTRANCE MATS:** Fabric-coated entrance mats are to be vacuumed. Rubber or vinyl mats are to be swept or brushed, as the situation warrants.
- I. DIRECTORY GLASS:** This area, usually one of the first items a visitor will see, will be cleaned and dryshined.

MONTHLY

- A. HIGH DUSTING AND CLEANING:** All high ledges, doorframes, etc., will be dusted.

III. RESTROOMS – Public restrooms will be inspected at least twice daily by day porters and cleaned as needed.

NIGHTLY

- A. COMMODOES AND URINALS:** Commodes and urinals will be cleaned thoroughly. Seats will be cleaned on both top and bottom. This work will be performed using an acceptable non-pungent germicidal disinfectant solution.
- B. WASHBASINS:** Washbasins will be cleaned and dried inside and outside. Bright metal parts will be dry-shined.

- C. **WASTE RECEPTACLES:** All waste receptacles will be emptied and interiors wiped out. Sanitary napkin waste disposal containers will be emptied, sprayed with an approved disinfectant spray, and wiped dry. The contents of these containers will be emptied into special carryout containers for removal from the premises.
- D. **PAPER PRODUCTS:** Toilet tissue, paper and/or cloth hand towels, facial tissues, liquid hand soap or bar soap, and sanitary napkins will be installed by the cleaner. It will be the Contractor's responsibility to assist the Customer in keeping an accurate inventory of these items. All dispensing units will be kept clean.
- E. **MIRRORS:** Mirrors will be cleaned and dry shined.
- F. **WALLS:** Walls will be spot cleaned to remove water splashes and runs, soap splashes, fingerprints, and smudges. Tex-Wall wall covering will be cleaned according to manufacturer's specifications.
- G. **STALL PARTITIONS:** The tops of all partitions will be dusted. Partition walls will be spot cleaned with a detergent disinfectant solution. Stainless steel partition walls will be kept free of hand prints and water spots by using the appropriate cleaning agent and technique.
- H. **FLOORS:** Loose paper and debris will be swept from floors. Floors will be wet mopped with a detergent disinfectant solution, using a scraper or steel wool pad for stains or adherents.
- I. **AIR-FRESHENERS:** Air-freshener products will be replaced or added to as needed on a daily basis. They will be furnished by the UJS.

MONTHLY

- A. **FLOORS:** Floors will be machine scrubbed with a detergent disinfectant solution and rinsed thoroughly.
- B. **LAVATORY WALLS AND STALL DIVIDERS:** All tile walls and stall dividers will be cleaned and disinfected.
- C. **HIGH DUSTING:** Ceilings, ceiling vents, and walls will be dusted.

IV. BREAKROOMS

NIGHTLY

- A. **TRASH:** Empty Trash containers and damp wipe outside of containers.
- B. **COUNTER TOPS, TABLES, AND CHAIRS:** All counter tops, tables, and chairs are to be damp wiped.
- C. **MICROWAVE:** Clean all microwaves inside and outside.

D. VENDING MACHINES: Damp wipe exterior of all vending machines.

E. FLOORS: Sweep Floors and damp mop.

V. STAIRWELLS

NIGHTLY

A. STEPS AND LANDINGS: Ceremonial steps and landings will be polished and/or spot swept or vacuumed.

B. LEDGES AND BANISTERS: All ledges and banisters will be dusted

WEEKLY

A. STEPS AND LANDINGS: All steps and landings will be thoroughly vacuumed or swept.

B. STAIR TREADS: Stair treads will be wet mopped and risers' spot cleaned to remove shoe polish scuffs.

VI. ELEVATOR CLEANING

NIGHTLY

A. CARPET AND TILE FLOORS: Floors will be vacuumed or swept and mopped on a daily basis. The saddle will be cleaned to remove debris.

B. WALLS: All walls, glass, and doors will be spot cleaned and wiped with treated cloths. Stainless steel will be cleaned with approved cleaner.

WEEKLY

A. WALLS: Walls, glass, interiors doors, exterior doors, and trim will be thoroughly cleaned.

B. DOOR SADDLES: Saddles will be wet cleaned.

VII. BALCONY CLEANING

DAILY

A. BALCONY: Balcony will be inspected and left free of debris.

**VIII. FRONT STEPS, TERRACE, MAIN VESTIBULE, AND SIDEWALKS
ADJACENT TO THE BUILDING**

These areas will be inspected twice daily. All trash will be picked up. The area will be maintained by sweeping, hosing off, or washing with soap and water, whichever is appropriate.

IX. FLOOR MAINTENANCE

WEEKLY

- A. TILE:** All composition floors will be machine cleaned and re-coated if needed with an approved floor finish.

QUARTERLY

- A. TILE:** All composition will be scrubbed, with particular attention given to baseboards and edges.

ANNUALLY

- A. TILE:** All composition floors will be stripped and refinished.

X. MISCELLANEOUS

- A. LIGHTS:** Lights will be turned off as each area is completed, except for designated security lights.
- B. DOORS:** Doors will be locked upon entering the area and double-checked upon completion of duties.
- C. MAINTENANCE DEFICIENCIES:** Any building maintenance or repair problems that the contractor's workers note will be reported on a daily basis to the Customer's designated representative.
- D. HOUSEKEEPING CLOSETS:** Worker's closets will be neat and orderly, reflecting a professional approach to business.
- E. KEY SECURITY:** All keys will be assigned a coded number and secured in a key box.
- F. PARKING DECK:** The parking decks will be cleaned monthly. They will be inspected daily and any trash removed.

JUDICIAL BUILDING DAY PORTER'S INSIDE WORK SCHEDULE

<u>Time</u>	<u>Duty/Responsible for:</u>
6:00 a.m.	Clock in - Call main office. (use the (Mez) phone only – Walk interior of building and turn on all lights
6:25	Check and restock all rest rooms as needed (WOMEN'S)
6:45	Check and wipe down all public microwaves
7:15	Check all courtrooms, and all common areas: Spot clean glass, sweep as needed
8:15	Wash down entrance areas to building (bird droppings)
9:00	BREAK (15 Minutes)
9:20	Normal Routine: (Main Lobby, 1 st , & 2 nd , Floors) Police all floors including basement: Spot sweep, remove any and all paper on floors, check men's and ladies rest rooms, paper on floors – wipe counter tops and sink areas – check all trash – spot sweep tile areas as needed. Check all break rooms and kitchen areas on all floors: Spot sweep, remove any and all paper on floors, check men's and ladies rest rooms, paper on floors – wipe counter tops and sink areas – check all trash – spot sweep tile areas as needed.
10:30	Police all rest rooms and restock and spot clean as needed.
11:00	Police and check all rooms – attorney's lounges – and libraries
12:00 Noon	LUNCH
1:00	Check and wipe down all public microwaves, tables & chairs, spot sweep as needed in all breakrooms.
1:20	Check all glass spot clean as needed.
2:00	15 Minute Break
2:15	Check and stock all rest room dispensers (WOMEN'S)
3:00	Call out to Building Manager <u>ALL DUTIES ARE SUBJECT TO CHANGE IF NEEDED BY BLDG MGR</u>

JUDICIAL BUILDING DAY PORTER'S OUTSIDE WORK SCHEDULE

<u>Time</u>	<u>Duty/Responsible for:</u>
6:00 a.m.	Clock in - Call main office. (use the (Mez) phone only – Walk interior of building and turn on all lights
6:25	Sweep Visitor's Parking Deck, Staff Parking deck, loading dock & police around the building
7:15	Use blower and or sweep to remove leaves/trash outside of building
8:15	Wash down entrance areas to building (bird droppings)
9:00	BREAK (15 Minutes)
9:20	Normal Routine: (2 nd & 3 rd Floors) Police all floors including basement: Spot sweep, remove any and all paper on floors, check men's and ladies rest rooms, paper on floors – wipe counter tops and sink areas – check all trash – spot sweep tile areas as needed. Check all break rooms and kitchen areas on all floors: Spot sweep, remove any and all paper on floors, check men's and ladies rest rooms, paper on floors – wipe counter tops and sink areas – check all trash – spot sweep tile areas as needed.
10:30	Revisit courtyard and check for all debris, wipe down all tables, empty trash cans, ashtrays and wipe chairs.
11:00	LUNCH
12:00 Noon	Police staff parking deck and dock: Spot Glass doors – Check gym – Men & Women's rest rooms, spot sweep all areas as needed.
1:00	Police outside area around the building remove all trash and debris accumulated Spot any glass that needs to be cleaned.
1:30	Check all break rooms on all floors including basement
2:00	15 Minute Break
2:15	Check and restock all rest room dispensers (MEN'S)
3:00	Call Out BLDG MGR – All duties are subject to change if needed by BLDG MGR